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EAB A
to APPENDIX VI

FORMAT FOR A STAFF STUDY

TO:

DATE:

FROM:

SUBJECT:

1. PROBLEM

- a. Specific and concise statement of problem.

2. ASSUMPTIONS

- a. Use only assumptions required for a logical discussion of problem.
- b. Assumptions, while not facts, must have a basis or foundation of fact.
- c. Do not use assumptions when facts are available.

3. FACTS BEARING ON THE PROBLEM

- a. List essential facts in logical sequence.
- b. List unfavorable as well as favorable facts.
- c. List only important facts bearing directly on problem.

4. DISCUSSION

- a. Analyze facts collected for both advantages and disadvantages.
- b. List all feasible solutions to the problem.

5. CONCLUSIONS

- a. Eliminate alternate lines of action.
- b. State the results (conclusions) derived by a reasoned judgment of the effects and implications of the essential facts.

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6. RECOMMENDATIONS

- a. Provide a direct solution.
- b. Chart a complete, concise, and clear-cut course of action permitting simple approval or disapproval.

Signature _____

Title _____

Annexes: (Include detailed supporting information in succeeding lettered annexes. Reference must be made to these in body of study. Staff studies should be complete without having to read annexes. Annexes should only provide correlating and substantiating information.)

Concurrences: (List here other offices or individuals affected by the problem. Provide space for date and signature of concurring officer. When there is a nonconcurrence, reasons therefor will be stated and attached as an annex.)

Action by Approving Authority:

Date _____

Approved (Disapproved), exceptions, if any.

Signature _____

Attachments: (Implementing memorandums, messages, and directives in final form for the signature of the proper authority).

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